

Memorandum of Agreement

An Agreement between the Indiana Geographic Information Council (the Council) and The Polis Center at IUPUI for The Polis Center to be the staff agency of the Council.

Purpose:

The purpose of this Memorandum of Agreement is to establish mutual agreement of the roles and responsibilities of the Indiana Geographic Information Council and The Polis Center at IUPUI, in naming Polis as the interim staff agency for the Council.

Period of Agreement:

This is a one-year agreement, renewable upon acceptance by the host organization and a 2/3 majority vote of the members present at a meeting with a valid quorum shall be required for the Council to take action. This agreement may be terminated by either party with 30 days written notice.

Goals, Roles and Responsibilities:

The Indiana Geographic Information Council is the recognized statewide coordination body by the State of Indiana through Executive Proclamation by Governor Frank O'Bannon. The goal of the relationship outlined in this Articulation Agreement is to describe in sufficient detail, the roles and responsibilities of the Council and Polis to support the operation and long-term success of statewide GIS coordination in Indiana.

The Council will:

1. Maintain an account of funds to be administered through The Polis Center.
2. Appoint officers, including Treasurer to oversee Council budgeting and appropriation.
3. Appoint the Executive Committee that will be responsible for oversight of Council funds and will approve all disbursements.
4. Provide in its bylaws a position for a Polis staff member on the Council as a Council Officer or member of the Executive Committee, or as Executive staff.
5. Work in conjunction with Polis, and within the bounds of its bylaws and the law, to seek future funding sources for support provided by The Polis Center, including staffing and facilities.
6. Include Polis staff funding and Polis overhead as budget items in proposals initiated by the Council, as appropriate.
7. Continue to seek long-term solutions for funding and staffing the Council.
8. Conduct itself in such a way that it will not jeopardize the ability of The Polis Center to accomplish its mission.

The Polis Center will:

1. Provide staff support to the Council, to include Jill Saligoe-Simmel, whose responsibilities include 55% of time dedicated to statewide GIS coordination.
2. Provide limited clerical and administrative support.
3. Provide an office location.

4. Provide a restricted account of funds for receipt and disbursement of Council funds; disbursements shall be made by The Polis Center as authorized by Jill Saligoe-Simmel and David J. Bodenhamer or designated co-signer as designated by the Council using regular university financial policies and procedures.
5. Provide quarterly financial statements to the Council.
6. Provide a post-office address.
7. Provide a phone for the joint use of Jill Saligoe-Simmel and the Council.
8. Provide an E-mail account.
9. Maintain the right to solicit funding on behalf of the Council to support administration of the Council.
10. Conduct itself in such a way that it will not jeopardize the ability of the Council to accomplish its mission.

Overhead:

1. Council direct cost to be recovered through grants, contracts, appropriations, in-kind assistance, and/or gifts received by the Council, as well as The Polis Center's direct costs on the Council's behalf.
2. Indirect costs will be at a rate negotiated by the Council subject to University agreements.
3. Indirect disbursements to follow University/School of Liberal Arts policies.

Signatures:**Indiana Geographic Information Council**

Chair – Jill Saligoe-Simmel, The Polis Center at IUPUI Date

Vice-Chair – Dan Pusey, Indiana Society of Professional Land Surveyors Date

Secretary – David Smith, Indiana Data Processing and Oversight Commission Date
(for the Indiana State Agency GIS Director, TBA)

Treasurer – Eric Torok, The Schneider Corporation Date

Executive Committee Member at large – Date
Travis Worl, Association of Indiana Counties**The Polis Center**

Director – David Jackson Bodenhamer Date